DOA (Diploma in Office Automation)

Basic

- **Fundamental**
- **Typing tutor (Hindi + English)**
- **MS DOS**
- **MS Paint**
- **Word pad**
- **MS Windows**
- **Operating System**

MS Office Package

- **MS Word**
- **MS Excel**
- **MS Power point**
- **MS Access**

Internet

- **Connecting Internet**
- **Access Web Site**
- **Downloading**
- **Uploading**
- **Surfing**
- **Create E-mail -ID**

Multimedia

- **Windows Media Player**
- **Jet Audio**
- **Nero –CD, DVD R\W**

PD Classes (Personality Development)